



Constitution

Amended at the AGM 2nd October 2005

'Five Rivers', Bakers Wood, Denham, Bucks UB9 4LG

Tel/Fax: 01895 834790

e mail: bobbygrewal40@hotmail.com
& indiaassociation@london.com

CONSTITUTION OF
INDIA ASSOCIATION
(Registered Charity under Number: 1094366)

(1) Definition:-

- (a) Unless the context otherwise requires in this Constitution the masculine gender includes feminine and singular includes plural and vice-versa.
- (b) Association means 'India Association'
- (c) Member means a person, who has been admitted by the Executive Committee as a member upon payment of membership fee up to date in accordance with this Constitution.
- (d) 'General Meeting' means a meeting of all members of the Association.
- (e) 'A.G.M' means Annual General Meeting.
- (f) 'S.G.M' means Special General Meeting
- (g) 'Address of the Association' means the address at which correspondence for the Association shall be carried out.

(2) A company Limited by Guarantee-

(a) The Association shall be a company limited by guarantee. It shall have the following features:-

- (i) The Association may own land and sign legal documents in its own name
- (ii) The Association's directors shall not normally be liable personally for any debts
- (iii) The Association's members shall only be liable for limited amount of £5
- (iv) The Association shall be subject to company law and charity law

(b) The Charity's objectives ("the objects") are:

1. The relief of poverty, sickness and distress amongst those who may be in need of help in the United Kingdom and overseas, in particular but not exclusively for the benefit of those inhabitants who are Indian or of Indian descent, by supporting

organisations establishing developmental or educational projects which serve the needs of these persons and improve their conditions of need.

2. Advancing education
3. Promoting the projection and preservation of public health
4. Promoting racial harmony
5. Furthering such other charitable purposes in the areas of benefit as the Executive Committee may think fit

(3) Membership:-

Any person over the age of 18 years shall be able to apply for membership of the Association. The applicant will be admitted if his application is approved by the Executive Committee. Application for membership shall be deemed as a joint application with applicant's spouse, if he is married.

a) Categories of Membership

There will be two types of Membership:-

- i. **Life Members:-** Subject to Clause 3, Life Members will be admitted for life upon payment of £100.00
 - ii. **Honorary Members:-** Any person of distinction, reputation or high public standing may be awarded Honorary membership by the Executive Committee for life. The grounds on which honorary membership is awarded shall include his contribution to the Association and/or for promotion of charitable causes
- b) Applicant for any type of membership shall be deemed to have agreed to abide by the Constitution as it now stands or amended from time to time
 - c) A Member acting contrary to the interests and/or objectives of the Association may be asked by the Executive Committee to resign from the membership of the Association. If he doesn't resign, the Executive Committee will be empowered to expel him from membership
 - d) Any one whose membership is refused or he is expelled as a member has a right to appeal to the Executive Committee

(4) Appointment of Patrons – Advisors & International Chapters:-

a) Appointments of Patrons, Advisors & International Chapters

The Executive Committee of India Association will have the powers, from time to time, to appoint Patrons, Advisors & International Chapters, as it deems necessary to strengthen and uphold the Aims & Objectives of India Association.

b) Criteria for the Patrons:

A distinguished individual of high public standing who by associating his/her name with the India Association will uplift the Association's image and promote its Aims and Objectives.

c) Criteria for the Advisors:

Any Individual who by virtue of his/her services to the India Association and/or by their long outstanding association with the India Association maybe appointed as an "Advisor".

An Advisor will have the right to attend any/all Executive Committee meeting in the capacity of an Advisor but without the voting rights.

d) Criteria for International Chapters

The Executive Committee will have the powers to open International Chapters, as it deems necessary to further the Aims and Objectives of India Association.

(5) Executive Committee

- (a)** The responsibility of the day to day administration of the Association shall rest with the Executive Committee, comprising of 15 Members. The Executive Committee may co-opt up to 3 Members
- (b)** The co-opted members will have the same rights as the elected members
- (c)** The Executive Committee shall hold office for a term of two years

(d) The Executive Committee shall fill in any vacancy in the Executive Committee at any time for the remaining term of the Executive Committee

(e) The Executive Committee may appoint any Sub-Committee(s) from amongst its members to organise and manage any event or project

(f) A member of the Executive Committee who fails to attend three meetings consecutively without assigning any reason shall be deemed to have resigned from the Executive Committee

(g) The functions of the office bearers:-

(i) Chairman:-

1. To preside over all meetings and functions of the Association.
2. To sign the cheques of the Bank accounts.
3. To cast vote in any meeting in case of a tie.
4. To represent the Association with outside bodies.

(ii) Vice-Chairman:-

1. To act as Chairman in the absence of the Chairman
2. To assist the Chairman as and when required
3. Any other duties assigned by the Executive Committee

(iii) Secretary:-

1. To maintain minutes of all meetings and keep records of the Association
2. To correspond and liase with outside bodies
3. To sign the cheques of the Bank accounts

(iv) Joint Secretary:-

1. To assist the Secretary in the performance of his duties
2. To deputise the Secretary as and when required
3. To maintain membership records
4. Any other duties assigned by the Executive Committee

(v) Treasurer:-

1. To maintain all financial records of the Association
2. To sign the cheques of the Bank accounts of the Association

(vi) Social Secretary:-

1. To arrange social functions

2. To assist the Secretary

(6) Meetings

A. General Meetings:-

- (a) AGM shall be held within 3 months of the end of Association's financial year, i.e. by the end of September
- (b) At least 21 days clear notice shall be given for AGM and its agenda
- (c) AGM shall receive and approve reports from the Executive Committee
- (d) A Special General Meeting may be called in to discuss and decide important issues, which cannot wait until the next AGM. At least 10 days clear notice shall be given to the members of the SGM and its agenda
- (e) A decision shall be taken by a simple majority of members present at a General Meeting
- (f) Presence of 20% of the total members shall be sufficient quorum to hold a General Body Meeting
- (g) Any 15 members may give a written notice to the Secretary to hold AGM of the Association together with proposed agenda. The Secretary shall then convene SGM in accordance with Sub Clause (d) above

B. Executive Committee:-

- (a) The Secretary shall convene meetings of the Executive Committee at least after every two months
- (b) Presence of at least 7 members shall be sufficient quorum to hold meetings of the Executive Committee
- (c) The Secretary may call an emergency meeting of the Executive Committee by giving at least 48 hours notice
- (d) A decision shall be taken by a simple majority of members present at the Executive Committee meeting

(7) Elections:-

- (a) The members and the office bearers of the Executive Committee shall be elected for a period of two years at the AGM

(b) Nominations shall be written and received by the Secretary at least one week prior to the AGM. Nomination papers must include name, address and signatures of the proposer and signed consent of the Candidate

(c) No member can contest the election or vote if he has not completed one year as a member of the Association

(d) The Chairman of the AGM shall decide whether the election is to be by secret ballot or by raise of hands at the AGM

(8) Accounts:-

(a) The accounts shall be audited annually by an auditor, appointed by the members of the AGM

(b) The Association's Bank will be authorised to honour cheques, signed by any two amongst Chairman, Secretary and Treasurer

(c) Transactions in excess of £100 shall be authorised by the Executive Committee

(9) Amendments to the Constitution:-

(a) This Constitution may be amended by a two-thirds majority of the members present at the General Meeting

(b) At least 21 days clear notice shall be given to the members for the proposed amendments

(c) No amendments to this constitution can be made which prevents the Association from functioning as a Charity

(10) Dissolution:

(a) This Association may be dissolved by two-third majority of members present at the General Body Meeting

(b) Upon such dissolution, the net assets should be disposed of in accordance with the requirements of the Charity Law of England & Wales